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WESTERN EDUCATIONAL HELPS

NUMBER ONE

CIVIL GOVERNMENT SIMPLIFIED

BY

J. J. DUVALL

PRICE, TWENTY-FIVE CENTS

(REVISED EDITION)

SAN FRANCISCO
WHITAKER & RAY-WIGGIN CO.
(INCORPORATED)

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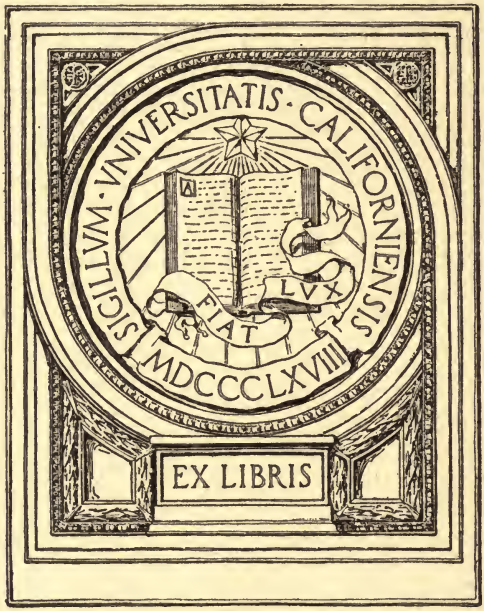

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CIVIL GOVERNMENT SIMPLIFIED

(REVISED EDITION)

BY

J. J. DUVALL

PRINCIPAL OF THE GRANGEVILLE SCHOOL AND MEMBER OF THE BOARD OF EDUCATION OF KINGS COUNTY.

TWENTY-SEVENTH THOUSAND

UNIV. OF CALIFORNIA

SAN FRANCISCO
WHITAKER & RAY-WIGGIN CO.
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PREFACE.

SEVERAL years experience as a teacher in the public schools of California has taught me that any plan of school-work on any given subject that tends to lessen the labors of the teacher or the pupils, not only becomes popular, but stimulates a desire for further investigations in the subject thus treated.

It is not the purpose of this little book to take the place of the "State Series Civil Government," but rather to be used as a supplement to it. The plan has been to place the subject matter in so simple a form that the pupil may be able to see at a glance the relations the parts sustain to each other, and thus save much hard labor.

The author claims originality only in *arrangement*, for the greater part of the subject matter treated, has been taken from the "State Series Civil Government."

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UNIV. OF CALIFORNIA

SUGGESTIONS TO TEACHERS.

AS THIS book is intended to be used as a supplement to the "State Series Civil Government," the subject matter is arranged in the same order as it is in that book, but I would suggest that the County be studied first, the Federal Government next, and the State last, that the pupil may be able to compare and to contrast the State with the Federal Government.

As some parts of the county government vary according to the class of the county, that part has been omitted from this book, but the required information may be obtained by applying to the county clerk.

Assign a portion of the work for a blackboard exercise and require the pupils to reproduce it from memory at the next recitation. In addition to the knowledge gained from the subject matter treated in the text, the form will serve as a basis for an interesting oral exercise.

At the close of the book is a list of test questions, some of which may be used in connection with the other work, or in a separate exercise.

J. J. D.

Board of School Trustees.

- *Number of members.* — Three.
- *How and when chosen.* — By the people at the general State election for School Trustees on the first Friday in June of each year.
- *Term of office.* — Three years.
- *Qualifications.* — Must be a citizen of the United States twenty-one years of age.
- *Powers and Duties.*
  1. To manage and control the school property in their district.
  2. To employ teachers, janitors, and other employees of the schools.
  3. To suspend and expel pupils for misconduct.
  4. To exclude from schools, children under six years of age.
  5. To appoint District Librarians.
  6. To exclude from school and school libraries all books, publications, or papers of a sectarian, partisan, or denominational character.
  7. To furnish books for the children of parents unable to purchase them.
  8. To permit children of other districts to attend the schools of their district only upon the consent of the Trustees of the district in which such children reside.
  9. On or before the first day of April of each year to appoint a School Census Marshal.
  10. To visit every school in their district at least once in each term, and examine carefully into its management, condition, and wants.
  11. To purchase school furniture, including organs and pianos, apparatus, and such supplies as may be necessary for the use of the schools.

Board of Supervisors.

Number of members. — Five.

How and when chosen. — By the people at the general State and Presidential elections.

Term of office. — Four years.

Salary. — Varies according to the class of the county.

Qualifications. — Must be a voter in his district.

Powers and Duties.

1. To make laws for the county.
2. To fill vacancies in all county offices except the offices of Superior Judge and Supervisor.
3. To appoint members of the County Board of Education, and all other county officers whose election is not otherwise provided for by law.
4. To superintend the conduct of the county officers.
5. To divide the county into townships, and into school, road, and other districts.
6. To establish election districts, supervise elections, and canvass election returns.
7. To establish and maintain roads, bridges and ferries.
8. To provide for the indigent sick and poor.
9. To levy taxes.
10. To equalize assessments.
11. To grant licenses.
12. To grant franchises.

County Clerk.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Duties.*
  1. To act as clerk of the Board of Supervisors and of the Superior Court.
  2. To keep all county books, papers, and records.
  3. To keep a public record of all suits brought in the Superior Court.
  4. To issue certificates, such as marriage licenses.
  5. Usually to attend to the registration of voters.

District Attorney.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Qualifications.* — Must be admitted to practice before the Supreme Court of the State.
- *Duties.*
  1. To attend the sittings of the Superior Court and there conduct all prosecutions for public offenses.
  2. To institute proceedings before a magistrate for the arrest of any person charged with, or reasonably suspected of, a public offense.
  3. To draw up all indictments, and to defend all suits brought against the State or against his county.
  4. To conduct all civil suits on behalf of the county.
  5. To give legal advice to county officers when requested.

SHERIFF.

How and when chosen. — By the people at the general State election.

Term of office. — Four years.

Salary. — Varies according to the class of the county.

Duties.

1. To preserve the peace.
2. To arrest any person who has committed a public offense.
3. To have charge of the county jail and of the prisoners.
4. To serve all court papers in both civil and criminal cases.
5. In cases of an emergency may compel any citizen to assist him in the execution of his duties.

SUPERINTENDENT OF SCHOOLS.

How and when chosen. — By the people at the general State election.

Term of office. — Four years.

Salary. — Varies according to the class of the county.

Powers and Duties.

1. To superintend the schools of his county.
2. To apportion the school moneys among the school districts of the county.
3. To preside at teachers' institutes.
4. To enforce the course of study.
5. To issue temporary certificates to teachers.
6. To appoint school trustees when a district fails to elect.
7. To grade the schools of his county.
8. To appoint members of the County Board of Education when the Board of Supervisors fail to appoint.
9. To visit each school in his county at least once during the year.

County Recorder.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Duties.*
  1. To record deeds and mortgages.
  2. To record notices of mining locations.
  3. To record notices of legal action.
  4. To record assignments and leases.
  5. To record contracts.
  6. To record marriage licenses.
  7. To keep a record of all estrays.

County Assessor.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Duty.* — To appraise the value of all property, both personal and real, for tax assessment.

County Tax Collector.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Duty.* — To receive from the property owners the tax which has been assessed upon their property.

County Treasurer.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Duty.* — To receive and pay out moneys on account of the county.

County Auditor.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Varies according to the class of the county.
- *Duty.* — To examine and adjust the fiscal concerns of the county.

County Coroner.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Fees.
- *Duty.* — To hold an inquest over the body of any person who has come to a violent death, or a death from an unknown cause.

County Surveyor.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Fees.
- *Duty* — To make such surveys of land as may be required of him by order of Court or of the Board of Supervisors, or upon the application of any private person.

Public Administrator.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — Fees.
- *Duty.* — To take charge of the estates of deceased persons, for the settlement of which the law has not otherwise provided.

Taxes.

- *Direct.*
  - *Property.*
    1. City.
    2. State.
    3. County.
    4. District.
  - *Capitation.*
    1. State Poll Tax.
    2. County Hospital Tax.
    3. County Road Tax.
    4. City Street Tax.
- *Indirect.*
  1. Duties.
  2. Excises.
  3. Licenses.

California Legislature.

- *Senate.*
  - *Number of members.* — Forty.
  - *How and when chosen.* — By the people at the general State and Presidential elections.
  - *Term of office.* — Four years.
  - *Salary.* — $1,000 for the session.
  - *Qualifications.*
    1. Must be twenty-one years of age.
    2. Must have been a citizen and inhabitant of the State for three years next preceding his election.
    3. Must have been a resident of the district for one year next preceding his election.
  - *Powers and Duties.*
    1. To regulate the form of its own proceedings.
    2. To judge of the qualifications, elections, and returns of its own members.
    3. To choose its own officers except the presiding officer.
    4. To try persons impeached.
- *Assembly.*
  - *Number of members.* — Eighty.
  - *How and when chosen.* — By the people at the general State and Presidential elections.
  - *Term of office.* — Two years.
  - *Salary.* — $1,000 for the session.
  - *Qualifications.*
    1. Must be twenty-one years of age.
    2. Must have been a citizen and inhabitant of the State for three years next preceding his election.
    3. Must have been a resident of the district one year next preceding his election.
  - *Powers and Duties.*
    1. To regulate the forms of its own proceedings.
    2. To judge of the qualifications, elections, and returns of its own members.
    3. To choose its own officers.
    4. To prepare articles of impeachment.
- *Powers and Duties.*
  1. To make the laws of the State.
  2. To elect United States Senators.
  3. To fix the State tax rate.

PROCESS OF LAW-MAKING.

1. A bill, a draft of a proposed law, may be introduced into either house by one of its members.
2. It is then referred for consideration to the appropriate committee. If this committee is favorable to the bill it is returned to the house in which it originated and its passage recommended.
3. It must then be printed and read three times on separate days, but the house may, by a two-thirds vote, order the three readings on one and the same day.
4. It may, by a vote of the house, be amended by adding to, striking out, or altering any of its provisions.
5. After the third reading, if the bill passes the house by a majority vote of all the members elected, it is then sent to the other house where it goes through a like process.
6. After having passed both houses by a majority vote of all the members elected, the bill is then sent to the Governor for his consideration. If he approves the bill he signs it and it becomes a law. If he disapproves the bill he returns it to the house in which it originated, stating his objections, and it fails to become a law, and is said to have been vetoed.
7. If the bill is reconsidered and passed by a two-thirds vote in each house it becomes a law without the Governor's signature.
8. If the Legislature is in session and the Governor fails to return the bill within the ten days allowed by law, the bill becomes a law without his signature.
9. If the Legislature adjourns and prevents the returning of the bill the Governor must sign it within the ten days or it fails to become a law, and such failure is said to be a pocket veto.

GOVERNOR.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — $10,000 per year.
- *Qualifications.*
  1. Must be twenty-five years of age.
  2. Must have been a citizen of the United States for five years.
  3. Must have been a resident of California for five years.
- *Powers and Duties.*
  1. To see that the laws are faithfully executed.
  2. To approve or to veto bills.
  3. To convene the Legislature in special session.
  4. To send to the Legislature at each session his written message stating the condition of the State and advising needed legislation.
  5. In case the two houses fail to agree on the time of adjournment, to adjourn the Legislature to such time as he thinks proper, provided the time of adjournment is not beyond the time fixed for the meeting of the next Legislature.
  6. Upon the request of the Governor of another State to issue an order of extradition for the return of a criminal who has fled from justice.
  7. To keep the Great Seal of the State.
  8. He is commander-in-chief of the militia, the army and navy of the State.
  9. To fill all vacancies in office when no mode is provided by the Constitution or by law.
  10. To grant pardons, reprieves, and commutations of sentence after conviction, in all cases except treason and impeachment.

Lieutenant Governor.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — $4,000 per year.
- *Qualifications.* — Same as the Governor.
- *Duty.* — To preside over the deliberations of the Senate, in which body he has a vote only in case of a tie.

Secretary of State.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — $5,000 per year.
- *Duties.*
  1. To keep a record of the official acts of the Legislative and executive departments of the government.
  2. To affix the Great Seal of the State to all commissions, pardons, and other public instruments to which the official signature of the Governor is required.
  3. To record all conveyances to the State, and all articles of incorporation filed in his office, and all official bonds.
  4. To publish the Acts of the Legislature and to distribute them in accordance with the law.
  5. To make a detailed report biennially to the Governor of all his official actions during the preceding two years.

State Controller.

How and when chosen. By the people at the general State election.

Term of Office. Four years.

Salary $5,000 per year.

Duties.

1. To superintend the fiscal concerns of the State.
2. To keep all accounts in which the State is interested.
3. To audit all claims against the State.
4. To issue warrants for all legal disbursements of money from the State treasury.
5. To give information, when requested, to the Legislature or to either house relating to the fiscal affairs of the State or the duties of his office.
6. To make to the Governor a biennal report of the funds of the State, of its revenue, and of the public expenditures during the preceding two years, together with an estimate of the same for the ensuing two years.

State Treasurer.

How and when chosen. By the people at the general State election.

Term of office Four years.

Salary $5,000 per year.

Duties.

1. To keep all moneys belonging to the State subject to the warrants of the Controller.
2. To give information, when requested, to the Legislature or to either house as to the condition of the treasury or the duties of his office.
3. To make a biennial report to the Governor showing the amount of money in the treasury to the credit of the State, together with a summary of the receipts and expenditures during the preceding two years.

Attorney-General.

How and when chosen. — By the people at the general State election.

Term of office. — Four years.

Salary. — $6,000 per year.

Duties.

1. To represent the people of the State in the Supreme Court.
2. To prosecute or defend all cases to which the State or any officer thereof, in his official capacity, is a party.
3. To prosecute or defend all cases in which any county is a party, unless the interests of the county, or one of its officers, in his official capacity, is adverse to the State.
4. To exercise supervision over district attorneys.
5. When required by the public service, or directed by the Governor, to go to any county in the State and assist the district attorney in the discharge of his duties.
6. To give his opinion in writing to the Legislature or to either house, to the Governor, Secretary of State, Controller, Treasurer, Superintendent of Public Instruction, trustees of State institutions, and any district attorney, upon any questions of law relating to their respective officers.
7. To make a biennial report to the Governor on the affairs of his department.

Superintendent of Public Instruction.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — $5,000 per year.
- *Duties.*
  1. To superintend the schools of the State.
  2. To collect information relating to the public schools.
  3. To ascertain the number of school children in each district of the State.
  4. To ascertain the number of teachers in the State.
  5. To ascertain the amount yearly spent on public schools of the State.
  6. To apportion semi-annually the State school moneys among the counties.
  7. To make a biennial report to the Governor suggesting improvements in the managements of public schools.

Surveyor-General.

- *How and when chosen.* — By the people at the general State election.
- *Term of office.* — Four years.
- *Salary.* — $5,000 per year.
- *Duties.*
  1. To keep a register which will show all important matters relating to the public lands of the State.
  2. To survey and mark, when required, the boundary lines of counties, cities, villages and towns.
  3. To make a biennial report to the Governor which shall show:
     1. The condition of surveys required of him by law.
     2. The quantity and condition of lands belonging to the State.
     3. The quantity of arable and grazing land in each county.
     4. The number of horses, cattle, sheep, swine in each county.
     5. The quantity of agricultural and horticultural productions of the State during the preceding two years, together with a discussion of the diseases affecting the same.
     6. Information regarding mineral lands and mineral productions in each county.
     7. All facts likely to promote the development of the resources of the State.

CALIFORNIA COURTS.	*Justices of the Peace.*	*No. of Justices.*	Varies according to the population.
		How and when chosen.	By the people at the general State election.
		Term of office.	Four years.
		Salary.	Fees.
	Superior.	*No. of Judges.*	Varies according to the population and amount of business.
		How and when chosen.	By the people at the general State and Presidential elections.
		Term of office.	Six years.
		Salary.	Varies according to the class of the county.
		Qualifications.	Must be admitted to practice before the Supreme Court of the State.
	Supreme.	*Number of Judges.*	Seven.
		How and when chosen.	By the people at the general State election.
		Term of office.	Twelve years.
		Salary.	$8,000 per year.
		Qualifications.	Same as Superior Judges.
	District Court of Appeals.	*Number of Districts.*	Three.
		Number of Judges in each District.	Three.
		Term of Office.	Twelve years.
		Salary.	$7,000 per year.
	Senate.		As a court of impeachment.

QUALIFICATIONS OF AN ELECTOR.

1. Must be a male citizen twenty-one years of age.
2. If of foreign birth must have been naturalized ninety days prior to the election.
3. Must have resided in the State one year prior to the election.
4. Must have resided in the county ninety days prior to the election.
5. Must have resided in the precinct thirty days prior to the election.
6. Must be registered in the precinct in which he resides.
7. Must be able to sign his name and read the U. S. Constitution in English if he has become a voter since May 16, 1895.

PERSONS EXPRESSLY DENIED THE RIGHT OF SUFFRAGE IN CALIFORNIA.

1. A native of China.
2. An idiot.
3. An insane person.
4. Any person convicted of an infamous crime.
5. Any person hereafter convicted of the embezzlement or misappropriation of public money.

CONGRESS.

Senate.

Number of members. Two for each State.

How chosen. By the Legislatures of the several States.

Term of office. Six years.

Salary. $7,500 per year and mileage. Other allowances.

Qualifications.

1. Must be thirty years of age.
2. Must have been a citizen of the United States for nine years.
3. Must be a resident of the State at the time of his election.

Powers and Duties.

1. To regulate the form of its own proceedings.
2. To judge of the qualifications, elections, and returns of its own members.
3. To choose its own officers except the presiding officer.
4. To try persons impeached.
5. To ratify appointments made by the President.
6. To ratify treaties made with foreign nations.
7. To elect a Vice-President when the electoral college fails to elect.

House of Representatives.

Number of members. Apportioned among the several States in proportion to the population. California's proportion 8.

How and when chosen. By the people at the general State and Presidential elections.

Term of office. Two years.

Salary. $7,500 per year and mileage. Other allowances. Speaker's Salary $12,000.

Qualifications.

1. Must be twenty-five years of age.
2. Must have been a citizen of the United States for seven years.
3. Must be a resident of the State at the time of his election.

Powers and Duties.

1. To regulate the form of its own proceedings.
2. To judge of the qualifications, elections, and returns of its own members.
3. To choose its own officers.
4. To prepare articles of impeachment.
5. To originate revenue bills.
6. To elect a President when the electoral college fails to elect.

POWERS EXPRESSLY GRANTED TO CONGRESS.

1. To borrow money on the credit of the U. S.
2. To raise and support armies.
3. To provide and maintain a navy.
4. To grant copyrights and patents.
5. To establish post offices and post roads.
6. To constitute tribunals inferior to the Supreme Court.
7. To provide for the punishment of counterfeiting the securities and current coins of the U. S.
8. To make rules for the government and regulation of land and naval forces.
9. To regulate commerce with foreign nations and among the several States, and with Indian tribes.
10. To coin money, regulate the value thereof, and of foreign coins, and fix the standard of weights and measures.
11. To establish a uniform rule of naturalization, and uniform laws on the subject of bankruptcy throughout the U. S.
12. To define and punish piracies and felonies committed on the high seas, and offences against the laws of nations.
13. To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water.
14. To lay and collect taxes, duties, imposts and excises; to pay the debts and provide for the common defense and general welfare of the U. S.
15. To provide for calling forth the militia to execute the laws of the Union, suppress insurrection, and repel invasions.

POWERS EXPRESSLY DENIED TO CONGRESS.

1. To suspend the writ of habeas corpus unless when, in cases of rebellion or invasion, the public safety may require it.
2. To pass any bill of attainder or ex-post facto law.
3. To lay any capitation or other direct taxes unless in proportion to the census or enumeration hereinbefore directed to be taken.
4. To lay any tax or duty on articles exported from any State.
5. To give preference to the ports of one State to those of another.
6. To grant titles of nobility.

POWERS EXPRESSLY PROHIBITED TO THE STATES.

1. To coin money.
2. To emit bills of credit.
3. To grant titles of nobility.
4. To grant letters of marque and reprisal.
5. To enter into any treaty, alliance, or compact.
6. To keep troops or ships of war in time of peace.
7. To pass any bill of attainder or ex-post facto law.
8. To pass any law impairing the obligation of contracts.
9. To make anything but silver and gold coins a tender in payment of debts.
10. To lay any duties on imports or exports, or any tonnage duty without consent of Congress.
11. To enter into any agreement with another State or with a foreign power.
12. To engage in war unless actually invaded or in such imminent danger as to admit of no delay.

RIGHTS GUARANTEED TO A PERSON CHARGED WITH A CRIME.

1. He shall be entitled to a speedy and public trial by an impartial jury of the State and district in which the crime shall have been committed.
2. He shall be informed of the nature and cause of the accusation.
3. He shall be confronted by the witnesses who testify against him.
4. He shall not be compelled to be a witness against himself.
5. He may compel the attendance of witnesses in his favor.
6. Excessive bail shall not be required nor excessive fines imposed.
7. Cruel and unusual punishments shall not be inflicted.
8. No man shall be twice put in jeopardy of his life for the same offense, that is if he has been tried before a proper tribunal and acquitted, he shall not be tried again for the same offense.

Admission of a Territory into the Union as a State.

1. The territory sends a memorial to Congress praying for permission to form a State Constitution and for admission into the Union.
2. Congress passes an Act called an "Enabling Act" authorizing the inhabitants of the territory to form a Constitution.
3. The people of the territory represented in a general convention frame a Constitution.
4. The Constitution is then adopted by a majority vote of the people of the territory.
5. This Constitution is then presented to Congress for approval, and if Congress sees no objectional features in it, an act is passed admitting the territory into the Union as a State.

Amendments to the U. S. Constitution.

Proposed.

1. By a two-thirds vote of Congress.
2. On the application of the Legislatures of two-thirds of the several States, Congress shall call a general convention for framing and proposing amendments.

Adopted.

1. By the Legislatures of three-fourths of the several States.
2. By special conventions in three-fourths of the several States.

PRESIDENT.

- *How and when chosen.* — By electors chosen by the people at the general Presidential election.
- *Term of office.* — Four years.
- *Salary.* — $75,000 per year.
- *Qualifications.*
  1. Must be thirty-five years of age.
  2. Must be a native born citizen.
  3. Must have been a resident within the U. S. for fourteen years.
- *Powers and Duties.*
  1. To see that the laws are faithfully executed.
  2. He is commander-in-chief of the army and the navy of the U. S., and of the State militias when they are called into the actual service of the U. S.
  3. With the assent of the Senate makes treaties with foreign nations.
  4. May grant pardons for offenses against the U. S. except in cases of impeachment.
  5. With the assent of the Senate appoints and commissions all officers of the federal government whose appointment is not otherwise provided for.
  6. To fill vacancies that occur during the recess of the Senate by granting commissions which expire at the end of the next session.
  7. To veto or approve bills.
  8. May convene one or both houses of Congress.
  9. To adjourn Congress to such time as he deems proper when both houses fail to agree on the time of adjournment.
  10. Must present to Congress his annual message stating the condition of the nation and recommending needed legislation.

Vice-President.

How and when chosen. — By electors chosen by the people at the general Presidential election.

Term of office. — Four years.

Salary. — $12,000 per year.

Qualifications. — Same as those of the President.

Duty. — To preside over the deliberations of the Senate, in which body he has no vote except in case of a tie.

Manner of Electing President and Vice-President.

1. On the first Tuesday after the first Monday of November in the year preceding the expiration of the Presidential term, a general election is held in the several States for the purpose of choosing presidential electors.

2. After their election, the electors meet in the capitals of their several States, on the second Monday in January, and cast their votes for President and Vice-President.

3. These votes are then sent to Washington, and, on the second Wednesday in the following February, are opened and counted in Congress, both houses meeting together for that purpose. The persons having a majority of all the electoral votes cast are declared elected President and Vice-President.

4. If no candidate has a majority of the electoral votes, the House of Representatives chooses the President and the Senate chooses the Vice-President.

President's Cabinet.

1. Secretary of State.
2. Secretary of the Treasury.
3. Secretary of War.
4. Attorney-General.
5. Postmaster-General.
6. Secretary of the Navy.
7. Secretary of the Interior.
8. Secretary of Agriculture.
9. Secretary of Commerce and Labor.

Secretary of State.

How chosen. Appointed by the President with assent of Senate.

Term of office. At the pleasure of the President.

Salary. $12,000 per year.

Duties.

1. To conduct the correspondence with foreign ministers and with our ministers and consuls abroad.
2. To issue passports to American citizens among foreign countries.
3. To issue warrants for the extradition of criminals in accordance with treaties with foreign countries.
4. To have charge of treaties and to make new ones.
5. To keep the archives of the government.
6. To publish the laws, treaties, presidential messages and proclamations.
7. To have charge of the Great Seal of the U. S.

SECRETARY OF THE TREASURY.

How chosen. Appointed by the President with assent of Senate.

Term of office. At the pleasure of the President.

Salary. $12,000 per year.

Duties.

1. To prepare and suggest plans for raising revenue.
2. To superintend the collection of revenues coming from the customs duties and internal taxes.
3. To grant warrants for the payment of money according to appropriations by Congress.
4. To audit the accounts of all the departments.
5. To supervise and regulate the national banks and the currency of the U. S.
6. To superintend the coinage of money.

SECRETARY OF WAR.

How chosen. Appointed by the President with assent of Senate.

Term of office. At the pleasure of the President.

Salary. $12,000 per year.

Duties.

1. To have charge of the military forces of the U. S.
2. To have charge of the Signal Service.
3. To superintend the disbursing of moneys appropriated by Congress for the improvement of harbors and navigation.

POSTMASTER-GENERAL.

- *How chosen.* — Appointed by the President with assent of Senate.
- *Term of office.* — At the pleasure of the President.
- *Salary.* — $12,000 per year.
- *Duties.*
  1. To have charge of the carrying and delivery of all mail matter.
  2. To classify all mail matter and fix the rate of postage.
  3. To make postal arrangements with foreign countries.

ATTORNEY-GENERAL.

- *How chosen.* — Appointed by the President with assent of Senate.
- *Term of office.* — At the pleasure of the President.
- *Salary.* — $12,000 per year.
- *Duties.*
  1. To have charge of all lawsuits in which the U. S. is concerned as a party.
  2. To give legal advice to the President and other federal officers.

SECRETARY OF NAVY.

- *How chosen.* — Appointed by the President with assent of Senate.
- *Term of office.* — At the pleasure of the President.
- *Salary.* — $12,000 per year.
- *Duties.*
  1. To have charge of the naval forces.
  2. To superintend the issuing of nautical charts and almanacs.

SECRETARY OF THE INTERIOR.

- *How chosen.* Appointed by the President with assent of Senate.
- *Term of office.* At the pleasure of the President.
- *Salary.* $12,000 per year.
- *Duties.*
  1. To have charge of the public lands, including mines. (General Land Office.)
  2. To regulate the dealings with the Indians. (Indian Bureau.)
  3. To superintend the payment of pensions and the distribution of bounty lands. (Pension Office.)
  4. To superintend the issuing of patents to inventors, and to preserve models of all machines patented. (Patent Office.)
  5. To have care and distribution of all public documents. (Superintendent of Public Documents.
  6. To collect statistics and facts showing the condition and progress of education, and to publish such information as may assist in the improvement of education throughout the U. S. (Bureau of Ed.)
  7. To see that the census of the U. S. is taken every ten years. (Census Bureau.)
  8. To audit the accounts of certain railroad companies to which the U. S. has granted loans and subsidies. (Commissioner of Railroads.)
  9. To superintend the government hospital for the insane, and the Columbian asylum for the deaf and dumb.

Munro Dept

SECRETARY OF AGRICULTURE.

- *How chosen.* Appointed by the President with assent of Senate.
- *Term of office.* At the pleasure of the President.
- *Salary.* $12,000 per year.
- *Duties.* To collect information and make scientific investigations as to the diseases of plants, and the best methods of cultivating the soil, etc.

SECRETARY OF COMMERCE AND LABOR.

- *How chosen.* Appointed by the President with assent of the Senate.
- *Term of office.* At the pleasure of the President.
- *Salary.* $12,000 per year.
- *Duties.* Has charge of Light-houses, Coast Survey, Immigration, National Census, etc.

Federal Courts.

Supreme.
- *Number of Judges.* Nine.
- *How and when chosen.* Appointed by President with assent of Senate when a vacancy occurs.
- *Term of office.* For life, or during good behavior.
- *Salary.* Associate Justices, $10,000 each per year; Chief Justice $10,500 per year.

Circuit.
- *Number of Judges.* Twenty-five.*
- *How and when chosen.* Appointed by President with assent of Senate when a vacancy occurs.
- *Term of office.* For life, or during good behavior.
- *Salary.* $6,000 per year.

District.
- *Number of Judges.* Seventy-three.*
- *How and when chosen.* Appointed by President with assent of Senate when a vacancy occurs.
- *Term of office.* For life, or during good behavior
- *Salary.* From $3,000 to $5,000 per year.

United States Circuit Court of Appeals.
- The Chief Justice and the Associate Justices of the Supreme Court assigned to each circuit and the Circuit Judges within each circuit and the several District Judges within each circuit shall be competent to sit as Judges of the Circuit Court of Appeals within their respective circuits. (No additional salary for services in Appellate Court.)

Court of Claims.
- *Number of Judges.* Five.
- *How and when chose.* Appointed by President with assent of Senate when a vacancy occurs.
- *Term of office.* For life, or during good behavior.
- *Salary.* $6,000 per year.

U. S. Senate.
- As a court of impeachment.

*Jan. 1, 1900.

PROVISIONS OF MAGNA CHARTA.

1. No tax should be levied without the authority of a great council summoned by the king.
2. All freemen were allowed to go out of the country and return to it at pleasure.
3. A man might dispose of his property by will in such manner as he saw fit.
4. The king's officers were prohibited from taking a man's property without his consent.
5. Courts of justice were to remain in known and fixed places.
6. Courts of justice were open to every one without fear or favor.
7. No one was to be put on trial from mere rumor or suspicion, but only upon the evidence of lawful witnesses.
8. Excessive fines were forbidden.
9. No person should be convicted of any crime except by a lawful jury of his peers.
10. Merchants were to be allowed to carry on their business without being subject to arbitrary licenses and tolls imposed by the king.

TEST QUESTIONS.

1. How are standing committees in either house of the State Legislature chosen? (26) In the house of Representatives? (59) In the U. S. Senate? (66)

2. In what way does the organization of the House of Representatives differ from that of the Senate? (57, 64) The Assembly from the Senate? (25)

3. How are vacancies in either house of the State Legislature filled? (27) In the House of Representatives? (60) In the U. S. Senate? (67)

4. What special privileges do members of the Legislature enjoy? (28) Members of Congress? (73)

5 What is meant by quorum? What number is required to make a quorum in the State Legislature? (29) In Congress? (68)

6. When does the Legislature meet? How long may it remain in session? (31)

7. What is the penalty for impeachment? (47)

8. When and how was the U. S. Constitution framed? When and how adopted? (49)

9. What is the supreme law of the land? (51)

10. What principle of government does the U. S. Senate represent? The House of Representatives? (52)

11. What length of time constitutes a Congress? (55)

12. Who may vote for a member of the House of Representatives? (56)

13. Name and explain the use of the two most important standing committees in the House of Representatives. (59)

14. How may the committee on appropriations practically control the House? (59)

15. What is meant by the "long" session of Congress? The "short" session of Congress? "Special" session of Congress? (69)

16. Where must all revenne bills originate? (75)

17. Explain how the government usually borrows money. (82)

18. Locate the U. S. Mints. (84)

19. Explain the difference between the form of government of a territory and that of a state. (94)

20. State the purpose of the Civil Service system and explain its workings. (110)

21. State two ways of acquiring citizenship in the United States. (134)

22. A man born of German citizens permanently residing in the U. S., is a citizen of what country? (135)

23. Explain what is meant by each of the following:

1. Letters of Marque and Reprisal. (88)
2. Legal Tender. (83)
3. Copyright. (98)
4. Patent. (98)
5. Expatriation. (136)
6. Unconstitutional Legislation. (166)
7. Bill of Attainer. (196)
8. Ex-Post Facto Law. (197)
9. Coining Money. (83)
10. Free Coinage. (84)
11. Piracy. (91)
12. Treason. (101
13. Suffrage. (138)
14. Habeas Corpus. (190)
15. Eminent Domain. (201)
16. Journal. (71)

24. What is the highest privilege of citizenship? (138)

25. Which confers the right of suffrage, the State or the Nation? (138)

26. Explain the difference between a plurality and a majority. (151)

27. Who pays toll in California? (157)

28. Name the chief personal rights guaranteed by the U. S. Constitution. (185)

29. Explain the process of naturalization. (135)

30. What is meant by government? (175)

31. What powers are reserved to the states? (171)

32. What constitutes the State Board of Equalization? (159)

33. By whom or what body was the Constitution of California framed? (23) By whom or what body was it adopted? (23)

34. What is the only limitation now existing upon the power of amendment to the U. S. Constitution? (50)

35. What restrictions are laid upon either house of Congress respecting adjournment? (72)

36. Name one condition which the Constitution of California declares shall not be imposed as a qualification for voting. (141)

37. By whom or what body is the State tax rate determined? (158)

38. How is the number of presidential electors determined? (104)

39. Cite an instance in which the Government exercises the right of eminent domain through a corporation.

40. When and where does the Supreme Court of the U. S. meet? (126)

41. Name two cases in which the Supreme Court of the U. S. has original jurisdiction. (126)

42. Name two cases in which the Supreme Court of the U. S. has appellate jurisdiction. (126)

43. What persons are subject to service in the State militia? (90)

44. What is meant by delinquent taxes? (15)

45. What is the difference between a standing and a special committee?

46. How is the number of Representatives in Congress from each state determined? (53)

47. Name three powers essential to an independent self-existence of the government. (86)

48. What is the purpose of the Interstate Commerce Act? (92,122)

49. In what way does a bankrupt law benefit a creditor? A debtor? (96)

50. Name one place in the United States in which the citizens have no vote. (99)

N. B.—The number enclosed in a parenthesis at the end of each question refers to the paragraph of that number in the State Series Civil Government.

TEST QUESTIONS ON THE CONSTITUTION OF CALIFORNIA.

1. When may the writ of *habeas corpus* be suspended?
2. When is involuntary servitude allowed in California?
3. When may a search warrant be issued?
4. Name five classes of persons expressly denied the right of suffrage in California.
6. When must the yeas and nays be entered on the journal?
6. Name five cases in which local and special legislation is prohibited.
7. How is the Governor chosen in case of a tie vote?
8. What is the purpose of the Governor's message?
9. What limitation is placed on the Governor's power of pardon?
10. When may the salary of a superior judge be withheld?
11. From what sources is the State school fund derived?
12. What limitation is placed on the use of the State school money?
13. Who constitute the State board of prison directors?
14. What restrictions are placed on the creation of a new county?
15. What is meant by common carriers?
16. What is the duty of the railroad commissioners?
17. What limitation is placed on the creation of State debts?
18. How is the State Constitution amended?
19. What restriction is placed on corporations in the employment of labor?
20. What restriction is placed on the employment of laborers on public work?
21. How may the capital of the State be changed?
23. What is the penalty for dueling in California?
23. What constitutes a legal day's work on all public work?

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